SHOW INFORMATION

Shepard Exposition Services
7079 Oakland Mills Rd, Columbia, MD 21046
Customer Service Phone: (410) 737-9270
Customer Service Fax: (410) 737-9274
Customer Service Email: baltimore@shepardes.com

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(1) 6' x 30" Skirted Table - Blue
(2) Side Chairs
(1) Wastebasket

Show drape color(s): Blue, White
Aisle carpet color: Eclipse

Please note: Exhibit booths will NOT be carpeted.

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	**Tuesday, April 5, 2016**	**11:00 AM - 4:00 PM**
Exhibit Hours:	**Wednesday, April 6, 2016**	**9:00 AM - 4:00 PM**
Exhibitor Move-out:	**Wednesday, April 6, 2016**	**4:00 PM - 6:00 PM**
Freight Re-route Time:	**Wednesday, April 6, 2016**	**6:00 PM**

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	**Wednesday, March 9, 2016**	
Discount price deadline for standard Shepard orders:	**Wednesday, March 16, 2016**	
Discount price deadline for custom Shepard rentals:	**Monday, March 7, 2016**	
First day for warehouse deliveries without a surcharge:	**Wednesday, March 9, 2016**	
Last day for warehouse deliveries without a surcharge:	**Tuesday, March 29, 2016**	
First day freight can arrive at show facility:	**Tuesday, April 5, 2016**	**at 8:00 AM**

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
2016 Government Procurement Conference
c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
2016 Government Procurement Conference
Washington DC Convention Center
801 Mount Vernon Pl., NW
Washington DC 20001

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.

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ONLINE ORDERING INSTRUCTIONS

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

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ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on 2016 Government Procurement Conference
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click login
   a. ***NEW users*** : User name = Your Email Address (provided by Show Management)
   Password = GPC16

   b. ***Previous users*** : User name = Your Email Address
   Password = Your pre-existing password
5. Don't remember your password? Click the link "Forgot your password?"
   and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
   a. If your information is correct, click proceed to ordering
   OR
   b. If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the ◄ previous or continue ► buttons to scroll through all your options.

Use the add to cart button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on

To **DELETE** an item from your shopping cart, click next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service
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baltimore@shepardes.com

PAYMENT AUTHORIZATION

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Discount Deadline: March 16, 2016

Shepard Exposition Services

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Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, *we require your credit card authorization to be on file before we process your order(s) for service* . We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - 2016 Government Procurement Conference
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124 **Account Number:** 42-6061-9772

SWIFT CODE (US): PNCCUS33 **SWIFT CODE (INTL):** PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

**** Please be sure to include the *show name or show code and your booth #* as well as the *wire fee* if you are sending a wire transfer, ACH payment, or check.**

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐ Pay by Check* ☐ Pay by Wire* ☐

Credit Card #: _____ **Expiration Date:** ____ (Month) ____ (Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

**Please note: You may choose to pay by Check or Wire Transfer, though a credit card is required on file to process all orders.*

***** Are you tax exempt for the state this event occurs in?*** ☐ **Yes** ☐ **No**

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: **baltimore@shepardes.com**

SHEPARD TERMS & CONDITIONS

2016 Government Procurement Conference

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check, or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

THIRD PARTY PAYMENT AUTHORIZATION

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Discount Deadline: March 16, 2016

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

☐ **All services**

☐ Rental Furniture
☐ Carpet
☐ Logistics/Transportation
☐ Material Handling *Please complete the Material Handling Authorization Form
☐ Exhibit Display Rentals
☐ Cleaning
☐ Other (please specify): _____
☐ Overhead Rigging/Labor
☐ Installation/Dismantling Labor

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____ **CONTACT NAME:** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

AUTHORIZED SIGNATURE: _____ **EMAIL:** _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month) ____ (Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

***** Are you tax exempt for the state this event occurs in?*** ☐ **Yes** ☐ **No**

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: baltimore@shepardes.com

EXHIBITOR APPOINTED CONTRACTOR

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Deadline Date: March 9, 2016

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move-in and move-out days. Listing Shepard Exposition Services as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services.

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____

2016 Government Procurement Conference

Washington DC Convention Center - Washington DC | April 6, 2016

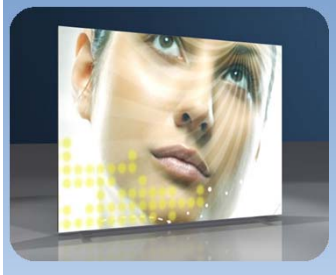
(404) 720-8652 (404) 720-8757 ESSRentals@shepardes.com

EVENT CODE: M174460416

DISCOUNT DEADLINE: March 7, 2016

Signature Series
FABEX Booth Rentals

FX1 Backwall: Freestanding 10' or 20' Backwall with full color graphics
****Backlit version also available***



FX2 Package:
10' Full color fabric back wall with 40" high freestanding counter
20' Full color fabric back wall with 40" high freestanding double counter
****Backlit version and mounted monitor also available***

FX3 Package:
10' Full color fabric back wall with inset and (1) 40" high freestanding counter
20' Full color fabric back wall with (1) 40" high freestanding single counter
****Backlit version and mounted monitor also available***

FX4 Package:
10' Full color fabric back wall with header and (1) 40" high freestanding counter
20' Full color fabric back wall with header and (2) 40" high freestanding single counter
****Backlit version and mounted monitor also available***

Package Options and Pricing

	FABEX Signature Backwall 1		
	QTY	Item Description	Standard
66530		10' Freestanding back wall	1170.00
66531		10' Backlit Freestanding wall	1690.00
66532		20' Freestanding back wall	1989.00
66533		20' Backlit Freestanding wall	2639.00

	FABEX Signature Package 2 **		
	QTY	Item Description	Standard
66534		10' Backwall Package	1950.00
66535		10' Backlit Wall Package	2470.00
66536		20' Backwall Package	3380.00
66537		20' Backlit Wall Pacakge	4030.00

	FABEX Signature Package 3 **		
	QTY	Item Description	Standard
66538		10' Backwall Package	2860.00
66539		10' Backlit Wall Package	3380.00
66540		20' Backwall Package	4316.00
66541		20' Backlit Wall Pacakge	4966.00

	FABEX Signature Package 4 **		
	QTY	Item Description	Standard
66542		10' Backwall with header	2405.00
66543		10' Backlit wall with header	2925.00
66544		20' Backwall with header	3770.00
66545		20' Backlit wall with header	4420.00

☐ **** Add *mounted monitor* to the back wall** (66546) **for the Series 2, 3, or 4 options!**

Qty	Price
	1500.00

All FABEX Signature Packages must be ordered 30 days before move in for availability.

Approved, print ready graphics MUST be received 30 days from show for standard pricing.

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total FABEX Signature Packages:	$
5.750% Tax*:	$
Amount Due:	$

Authorized Signature:

_____

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.
*All tax rates are subject to change.

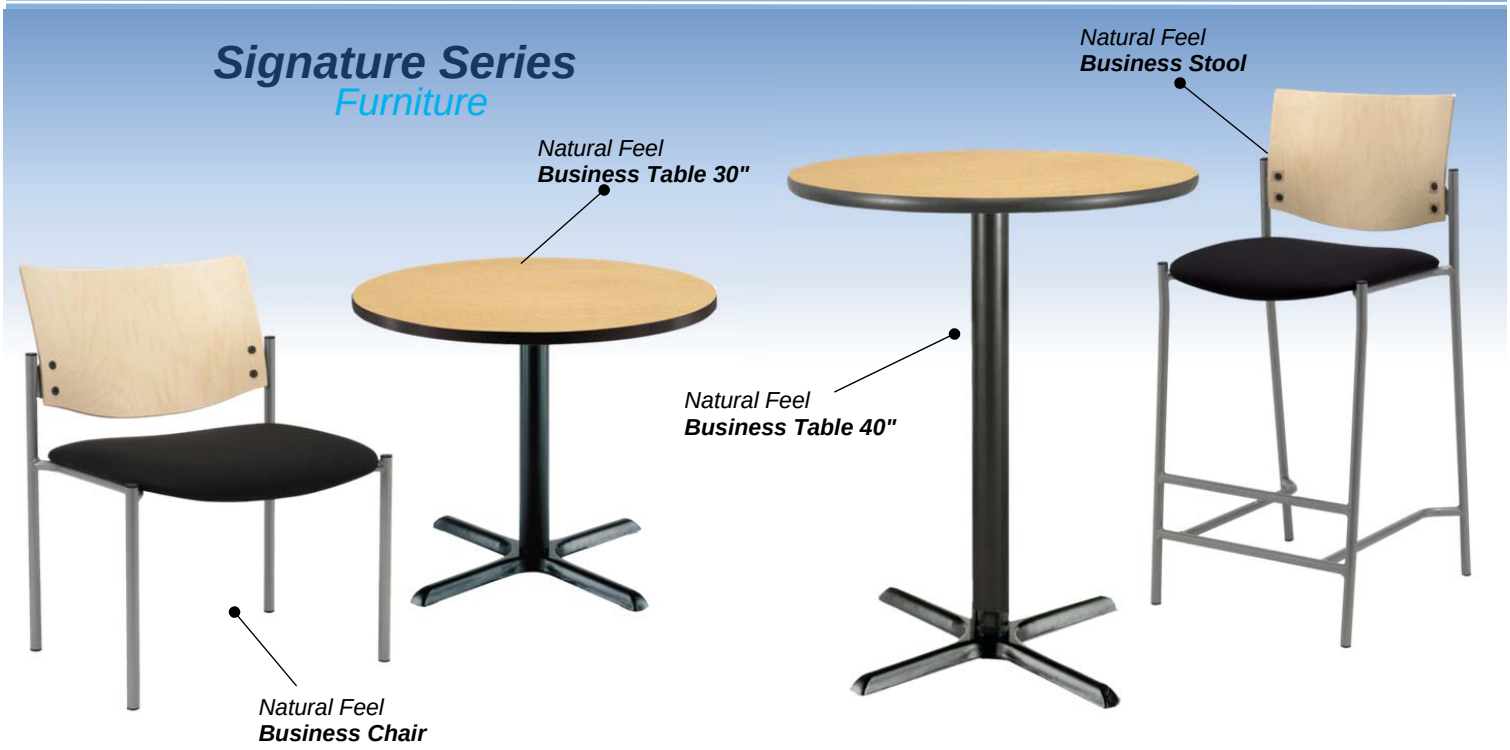
2016 Government Procurement Conference

Washington DC Convention Center - Washington DC | April 6, 2016

(410) 737-9270 (410) 737-9274 baltimore@shepardes.com

EVENT CODE	DISCOUNT DEADLINE
M174460416	March 7, 2016

Signature Series Furniture



6 Foot Fabric Table Cover w/ Table

Available Colors:

Promotional Furnishings

Lighting & Accessories

Natural Feel Furniture

	Qty.	Item	Discount	Regular	Amount
50704		Natural Feel Business Chair	154.00	200.20	
50705		Natural Feel Business Stool	187.45	243.70	
50706		Natural Feel Business Table 30"	314.65	409.05	
50707		Natural Feel Business Table 40"	328.05	426.45	

Natural Feel Accessories

	Qty.	Item	Discount	Regular	Amount
50709		Natural Feel Floor Lamp	167.40	217.60	
50710		Natural Feel Table Lamp	120.50	156.65	
50708		Natural Feel Waste Receptacle	73.65	95.75	

Fabric Table Covers (50700)

Qty.	Item	Discount	Amount
	White - Fabric Table Cover w/ Table	261.10	
	Red - Fabric Table Cover w/Table	261.10	
	Blue - Fabric Table Cover w/Table	261.10	
	Black - Fabric Table Cover w/Table	261.10	

Promotional Furnishings

	Qty.	Item	Discount	Regular	Amount
50713		Promotional Furnishings Table	*Call for Quote*		
50714		Promotional Furnishings Stool*	*Call for Quote*		

***Promotional Stools must be ordered 30 days prior to show.**

No refunds or cancellation once order has been placed.

All Signature Series Furnishings must be ordered 30 days before move in for availability.

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total Signature Furnishings:	$
5.750% Tax*:	$
Amount Due:	$

Authorized Signature:

_____

Must order by discount deadline to receive discounted pricing. Payment authorization must be completed and returned with order.
*All tax rates are subject to change.

2016 Government Procurement Conference

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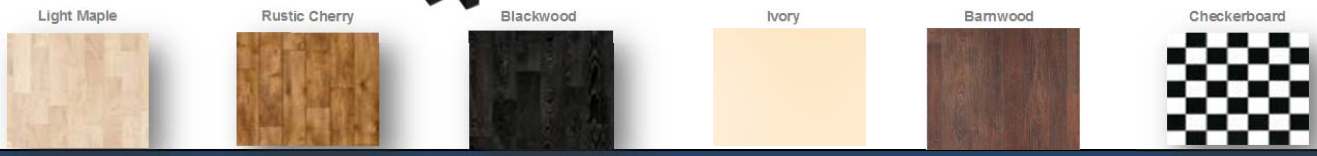
(410) 737-9270 (410) 737-9274 baltimore@shepardes.com

EVENT CODE M174460416

DISCOUNT DEADLINE March 7, 2016

Signature Series Flooring

Elevated ***Hardwood Flooring***



Premium Vinyl Floor Covering

Use the below formula to calculate the square footage (sq. ft.)

_____ (length) X _____ (width) = _____ sq. ft.

Premium Plush Carpet (46004)

	Sq. Ft.	Item	Per Sq. Ft	Amount
(22)		Navy	10.15	
(74)		Crimson	10.15	
(73)		Graphite	10.15	
(03)		White	10.15	
(06)		Black	10.15	
(90)		Hot Pink	10.15	
(91)		Electric Blue	10.15	
(77)		Bay Blue	10.15	
(48)		Hunter	10.15	
(99)		Sun Gold	10.15	
(98)		Paprika	10.15	
(07)		Burgundy	10.15	

Premium Vinyl Floor (46005)

	Sq. Ft.	Item	Per Sq. Ft	Amount
(83)		Light Maple	13.15	
(84)		Rustic Cherry	13.15	
(80)		Blackwood	13.15	
(31)		Ivory	13.15	
(85)		Barnwood	13.15	
(82)		Checkerboard	13.15	

Elevated Hardwood Floor

	Sq. Ft.	Item	Per Sq. Ft	Amount
50712		Light Oak - Elevated Hardwood Floor	*Call for Quote*	
50711		Dark Oak - Elevated Hardwood Floor	*Call for Quote*	

**** Please refer to the labor order form to order labor for the installation of your elevated floor***

All Signature Series Flooring must be ordered 30 days before move in for availability.

Minimum 100 square feet is required per flooring order.

Total Signature Flooring:	$
5.750% Tax*:	$
Amount Due:	$

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Authorized Signature:

_____

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.
*All tax rates are subject to change.

(410) 737-9270 (410) 737-9274 baltimore@shepardes.com

EVENT CODE: M174460416

DISCOUNT DEADLINE: March 16, 2016

Booth Cleaning

Carpet is delivered clean, but may become dirty during setup.
Booth cleaning is suggessted at least once prior to show opening.

Orders based on 100 Sq Ft Minimum
All cancelations must be received 48 hours prior to show opening

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show and other service contractors will not be permitted to provide this service on the show floor.

Booth Vacuuming

Vacuum Once

	Sq Ft	Item	Discount	Amount
47050		0-399 sq ft	0.52	0.70
47501		400-900 sq ft	0.45	0.60
47052		900+ sq ft	0.40	0.50

Vacuum Once with One Touch Up

	Sq Ft	Item	Discount	Amount
47045		0-399 sq ft	0.62	0.80
47046		400-900 sq ft	0.55	0.70
47047		900+ sq ft	0.50	0.65

**Touch Up Service Date:* _____

Daily Vacuum

	Sq Ft	Item	Discount	Amount
47055		0-399 sq ft	0.52	0.70
47056		400-900 sq ft	0.45	0.60
47057		900+ sq ft	0.40	0.50

Porter Service

Booth Porter Services

	Qty.	Item	Discount	Amount
47030T		Porter Service Once	0.50	0.65
47031T		Daily Porter Service	0.50	0.65

Porter Service includes emptying wastebaskets within the booth every two hours during the show.

Mopping/Shampooing

Mopping

	Sq Ft	Item	Discount	Amount
47042		Once Before Initial Opening per sq. ft.	0.65	0.85
47022		Daily per sq. ft.	0.65	0.85

Shampooing

	Sq Ft	Item	Discount	Amount
47013		Once Before Initial Opening per sq. ft.	0.65	0.85

Display Wipe Down

Display Wipe Down **2 hr minimum per day*

	Hours	Item	ST	OT
47043		Once Before Initial Opening	111.50	167.25
	Hrs per day	Item	ST	OT
47044		Daily service	111.50	167.25

Date _____ Start Time _____
Date _____ Start Time _____
Date _____ Start Time _____
Date _____ Start Time _____

Please note: booth cleaning and porter service are taxable for this show.

☐ Yes, I have read and accept the terms and conditions as outlined in the Exhibitor Service Manual.

☐ Yes, I have completed and included the payment Authorization Form.

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total Cleaning:	$
5.750% Tax*:	$
Amount Due:	$

Authorized Signature:

_____

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.
*All tax rates are subject to change.

BOOTH CARPETING

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Discount Deadline: March 16, 2016

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

Carpet lends the booth a warm, inviting atmosphere. Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.

PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01)	☐	Charcoal (17)	☐
Silver Cloud (18)	☐	Black (06)	☐
Deep Navy (22)	☐	Cobalt (21)	☐

	Qty.	Item	Discount	Regular	Amount
46001		Rental/sq.ft	7.15	9.30	
46003		Rental 1000+/sq.ft	6.20	8.05	

Rental includes installation and removal of carpet and visqueen.
Minimum 100 sq. ft. required.

PURCHASED PREMIUM CARPET

	Qty.	Item	Discount	Regular	Amount
46002		Purchase/sq.ft.	17.10	22.25	

Minimum 100 sq. ft. is required. No refunds on cancellations.
Please note - Premium White is available for purchase only.

BOOTH DIMENSIONS

What is your booth size (ft.)?

	X		=	sq. ft.

PADDING & VISQUEEN

	Qty.	Item	Discount	Regular	Amount
50009		1/2" Padding	1.15	1.50	
50008		1" Padding	2.65	3.45	
50010		Visqueen	0.40	0.50	

EXPO CARPET - 13 OZ.

Choose Color:

Red (01)	☐	Black (06)	☐
Blue (05)	☐	Teal (13)	☐
Tuxedo (50)	☐	Burgundy (07)	☐

	Qty.	Item	Discount	Regular	Amount
50255		10' x 10'	244.55	317.90	
50256		10' x 20'	465.55	605.20	
50257		10' x 30'	694.40	902.70	
50258		10' x 40'	923.15	1200.10	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

SPECIAL CUT EXPO CARPET

	Qty.	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	5.90	7.65	
50581		400 - 900 sq ft	5.40	7.00	
50582		900+ sq ft	4.90	6.35	

Rental includes installation and removal of carpet and visqueen protective covering.
*Minimum 100 square feet

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

Total Carpeting	$
5.75% Tax*:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

*** All tax rates are subject to change.**

EXPO FURNISHINGS

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Discount Deadline: March 16, 2016

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TABLES - ALL DISPLAY TABLES ARE 24" WIDE

Choose drape color (place color code next to order):

Red (01)	Gold (04)	Burgundy (07)
Green (02)	Blue (05)	Grey (10)
White (03)	Black (06)	Teal (13)

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	139.10	180.85	
50046			6'L X 30"H	170.95	222.25	
50050			8'L X 30"H	216.60	281.60	
50043			4'L X 42"H	169.05	219.75	
50047			6'L x 42"H	216.50	281.45	
50051			8'L x 42"H	254.60	331.00	
50052			4th Side 30"	84.55	109.90	
50171			4th Side 42"	84.55	109.90	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	99.05	128.75	
50044		6'L X 30"H	118.25	153.75	
50048		8'L X 30"H	139.45	181.30	
50041		4'L X 42"H	111.60	145.10	
50045		6'L x 42"H	139.45	181.30	
50049		8'L x 42"H	155.55	202.20	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	56.10	72.95	
50084			6'L X 6"H	72.35	94.05	
50086			8'L X 6"H	96.90	125.95	
50083			4'L X 12"H	121.40	157.80	
50085			6'L x 12"H	151.20	196.55	
50087			8'L x 12"H	168.40	218.90	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	28.85	37.50	
50078		6'L X 6"H	40.55	52.70	
50080		8'L X 6"H	52.50	68.25	
50077		4'L X 12"H	55.95	72.75	
50079		6'L x 12"H	79.95	103.95	
50081		8'L x 12"H	97.65	126.95	

STANDARD SEATING

Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	88.60	115.20	
50021		Arm Chair	123.20	160.15	
50024		Stool w/back	147.15	191.30	

STANDARD ACCESSORIES

Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	24.65	32.05	
50094		Floor Easel	50.00	65.00	
50245		Literature Rack	184.60	240.00	

Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	244.45	317.80	
50092		Coat Rack	86.80	112.85	
50093		Garment Rack	244.45	317.80	

Code	Qty.	Item	Discount	Regular	Amount
50427		Tensabarrier Stanchion	103.10	134.05	
50095		Sign Holder, 22x28	113.90	148.05	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

Code	Qty.	Item	Discount	Regular	Amount
50058		Sateen Skirting	19.10	24.85	

Please select sateen color from below:

☐ Red (01)	☐ Gold (04)	☐ Burgundy (07)
☐ Green (02)	☐ Blue (05)	☐ Grey (10)
☐ White (03)	☐ Black (06)	☐ Teal (13)

Total Expo Furnishings:	$
5.750% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

SPECIALTY FURNISHINGS & ACCESSORIES

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Discount Deadline: March 16, 2016

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SPECIALTY CHAIRS AND TABLES

36" Diameter
42" or 30" H

24" W x 18" H

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	93.30	121.30	
51090		Director's Stool	166.90	216.95	
51089		Ped. Table,42"	244.80	318.25	
50032		Ped. Table,30"	233.50	303.55	
50030		Rnd Side Table	117.50	152.75	
50031		Sq. Side Table	117.50	152.75	

SHOWCASES

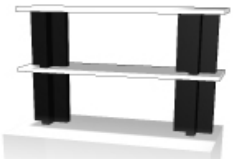
Full View

Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	921.25	1197.65	
50068		Full View 6'	1016.10	1320.95	
50069		Quarter View 4'	921.25	1197.65	
50070		Quarter View 6'	1016.10	1320.95	

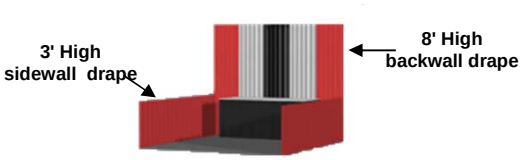
Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	45.90	59.65	
50088		8' Upright	32.30	42.00	
50349		6'-10' Crossbar	21.50	27.95	
50348		7'-12' Crossbar	21.50	27.95	
50296		4' x 12" Display Riser *	103.20	134.15	
50297		6' x 12" Display Riser *	128.50	167.05	

** These display risers are stackable up to four (4) shelving units. It is also important to note that all risers will be delivered to your booth, but it is your responsibility to install them.*



GRID AND GRID ACCESSORIES

	Qty.	Size	Discount	Regular	Amount
50236		2'x8' w/legs, each	220.30	286.40	
50237		2'x8' w/o legs, each	165.10	214.65	
50242		7-Ball Waterfall	15.15	19.70	

Other accessories available, please call customer service for more information.

VELCRO TACK BOARD

50065

50061

50060

	Qty.	Item	Discount	Regular	Amount
50060		4' X 8' Horz.	298.30	387.80	
50061		4' x 8' Vert.	298.30	387.80	

SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

	Lin. Ft.	Item	Discount	Regular	Amount
50073		8' High	23.40	30.40	
50074		3' High	17.35	22.55	

Choose Color: **Minimum 10 linear feet rental required**

☐ Red (01) ☐ Blue (05) ☐ Grey (10)

☐ White (03) ☐ Black (06) ☐ Burgundy (07)

Total Specialty Furnishings/Accessories:	$
5.750% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

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SOFAS & SECTIONALS

FAIRSW

HEA08

SFA002

SO1

NPLSOF | NPLSOP

TANSOF

KEYSOF

SFA003 | SFAPWR

HS008

SO2

LOVESEATS

KEYLOV

NPLLOV | NPLLOP

SOFAS & SECTIONALS

FAIRSW | Fairfax Sofa
White Vinyl, Brushed Metal
62"L 27"D 30"H

HEA08 | Heathrow Sofa
Black Vinyl
48"L 24"D 28"H

SFA002 | Allegro Sofa
Blue Fabric
73"L 34.5"D 30"H

SO1 | South Beach Sofa
Platinum Suede
69"L 29"D 33"H

NPLSOF | Naples Sofa
Black Vinyl
87"L 30"D 28"H

TANSOF | Tangiers Sofa
Beige Textured
78"L 37"D 36"H

KEYSOF | Key Largo Sofa
Black Fabric
79"L 35"D 34"H

SFA003 | Roma Sofa
White Vinyl
78"L 31"D 33"H

HS008 | Heathrow 3 pc. Sectional
Black Vinyl
72"L 48"D 28"H

SO2 | South Beach 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

LOVESEATS

KEYLOV | Key Largo Loveseat
Black Fabric
57"L 35"D 34"H

NPLLOV | Naples Loveseat
Black Vinyl
62"L 30"D 28"H

CLUB CHAIRS

FAIRCW

CHR003 | CHRPWR

CHR002

NPLCHR | NPLCHP

KEYCHR

TANCHR

OCB

HCH08

HC008

ACCENT CHAIRS

MADGRY

SWAN

OCH

BCW

LABREA

CCE

MEETING CHAIRS

OCMESP

OCMTAU

OCMWHT

CLUB CHAIRS

FAIRCW | Fairfax Chair
White Vinyl, Brushed Metal
30"L 27"D 30"H

CHR003 | Roma Chair
White Vinyl
37"L 31"D 33"H

CHR002 | Allegro Chair
Blue Fabric
36"L 34.5"D 30"H

NPLCHR | Naples Chair
Black Vinyl
36"L 30"D 28"H

KEYCHR | Key Largo Chair
Black Fabric
35"L 35"D 34"H

TANCHR | Tangiers Chair
Beige Textured
34"L 37"D 36"H

OCB | Key West Tub Chair
Black
31"L 31"D 31"H

HCH08 | Heathrow Chair
Black Vinyl
24"L 24"D 28"H

HC008 | Heathrow Corner Chair
Black Vinyl
24"L 24"D 28"H

ACCENT CHAIRS

MADGRY | Madden Arm Chair
Light Gray, Vinyl
27"L 32"D 33"H

SWAN | Swanson Swivel Chair
White Vinyl
28"L 25"D 18"H

OCH | Madrid Chair
Black Vinyl
30"L 30"D 31"H

BCW | Madrid Chair
White Vinyl
30"L 30"D 31"H

LABREA | La Brea Swivel Chair
Charcoal Gray, Fabric
35"L 27"D 40"H

CCE | Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

MEETING CHAIRS

OCMESP | Meeting Chair
Espresso Vinyl
25.5"L 23.5"D 34"H

OCMTAU | Meeting Chair
Taupe Fabric
25.5"L 23.5"D 34"H

OCMWHT | Meeting Chair
White Vinyl
25.5"L 23.5"D 34"H

OTTOMANS

BN075

BNO08

OTS

SAL

END01B

END01W

END02B

END02W

CUBL20

OSC

OTH

VIB05

VIB06

VIB07

VIB08

VIB01

VIB02

VIB03

VIB04

OTTOMANS

BNO08 | Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BNO75 | Bench Ottoman
White Vinyl
60"L 20"D 18"H

OTS | South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

SAL | Sally Stool
White
12" Round 17"H

END01B | Endless Curved Ottoman
Black
60.5"L 37.5"D 15"H

END01W | Endless Curved Ottoman
White
60.5"L 37.5"D 15"H

END02B | Endless Square Ottoman
Black
34"L 34"D 15"H

END02W | Endless Square Ottoman
White
34"L 34"D 15"H

CUBL20 | Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H
A/C power only

OSC | Milano Cube
White Vinyl
17"L 17"D 18"H

OTH | Milano Cube
Black Vinyl
17"L 17"D 18"H

Vibe Cube Ottomans Waterproof
18"L 18"D 18"H
VIB05 | Yellow Vinyl
VIB06 | Gold/Bronze Vinyl
VIB07 | Beige Vinyl
VIB08 | Orange Vinyl
VIB01 | Green Vinyl
VIB02 | Blue Vinyl
VIB03 | Pink Vinyl
VIB04 | Red Vinyl

COCKTAIL TABLES

Also available with powered tops. See page 1 for details.

COLI

C1E

REGBEN

C1K

C1F

C1C

C1W | C1WP

C1Y | C1YP

SIDE AND END TABLES

TMBTBL

NEMSAC

ETBL

AURA

EOLI

E1E

REGOTT

E1K

CUBTBL

E1F

E1C

E1W

E1Y

CDYTB

COCKTAIL TABLES

COLI | Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E | Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

REGBEN | Regis Bench/ Table
Brushed Metal
47"L 15.5"D 16"H

C1K | Inspiration Cocktail Table
Glass, Brushed Steel
48"L 28"D 18"H

C1F | Geo Cocktail Table
Glass, Black
50"L 22"D 16"H

C1C | Geo Cocktail Table
Glass, Chrome
50"L 22"D 16"H

C1W | Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y | Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

SIDE & END TABLES

TMBTBL | Timber Table
Wood
16" Round 17"H

NEMSAC | Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL | E Table
Wood
21"L 15.5"D 27.5"H

AURA | Aura Round Table
White Metal
15" Round 22"H

EOLI | Oliver End Table
Walnut Finish
22" Round 22"H

E1E | Silverado End Table
Glass, Chrome
24" Round 22"H

REGOTT | Regis End Table
Brushed Metal
16"L 15.5"D 16.5"H

E1K | Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

CUBTBL | Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H
A/C power only

E1F | Geo End Table
Glass, Black
26"L 26"D 20"H

E1C | Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1W | Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y | Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CDYTB | Candy Table
White/Black Top
18"L 18"D 18"H

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EXECUTIVE FURNITURE

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Discount Deadline: March 16, 2016

SEATING

Qty.	Item	Discount	Regular	Amount
	Sofas & Sectionals			
	SO1-South Beach Sofa, P. Suede	908.20	1180.65	
	HEA08-Heathrow Sofa, Black Vinyl	908.20	1180.65	
	HS008-Heathrow 3 pc. Sectional	2382.40	3097.10	
	SFA002- Allegro Sofa	955.50	1242.15	
	NPLSOF-Naples Sofa, Black Vinyl	1144.80	1488.25	
	NPLSOP-Naples Sofa, powered	1392.30	1810.00	
	SO2-3pc. South Beach, P. Suede	2180.35	2834.45	
	TANSOF-Tangiers Sofa, Beige	908.20	1180.65	
	SFA003-Roma Sofa, White	1090.20	1417.25	
	SFAPWR-Roma Sofa, powered	1392.30	1810.00	
	KEYSOF-Key Largo Sofa	646.10	839.95	
	FAIRSW-Fairfax Sofa	653.40	849.40	
	Club Chairs			
	HC008-Heathrow Corner, Black Vinyl	762.60	991.40	
	HCH08-Heathrow Chair, Black Vinyl	908.20	1180.65	
	NPLCHR-Naples Chair, Black Vinyl	799.00	1038.70	
	NPLCHP-Naples Chair, powered	864.50	1123.85	
	TANCHR-Tangiers Chair, Beige	589.25	766.05	
	CHR002-Allegro Chair	671.60	873.10	
	CHR003-Roma Chair, White	744.40	967.70	
	CHRPWR-Roma Chair, powered	864.50	1123.85	
	KEYCHR-Key Largo Chair	427.70	556.00	
	FAIRCW-Fairfax Chair	471.40	612.80	

Qty.	Item	Discount	Regular	Amount
	Group & Accent Chairs			
	CCE-ICE, Transparent/Chrome	362.20	470.85	
	OCH-Madrid Black Leather	1021.80	1328.35	
	BCW-Madrid Chair, White	1022.85	1329.70	
	LABREA-La Brea Swivel Chair	562.40	731.10	
	OCB-Key West Tub, Black	544.20	707.45	
	SCD-Fusion, Green/White	191.10	248.45	
	SCC-Fusion, Clear/White	191.10	248.45	
	SCE-Fusion, Red/White	191.10	248.45	
	SCF-Fusion Chair, Black/White	191.10	248.45	
	MADGRY-Madden Arm Chair,Grey	580.60	754.80	
	SWAN-Swanson Swivel, White Vinyl	489.60	636.50	
	Loveseats			
	NPLLOV-Naples, Black Vinyl	962.80	1251.65	
	NPLLOP-Naples Loveseat, powered	1199.40	1559.20	
	KEYLOV-Key Largo Loveseat	500.50	650.65	
	Meeting Chairs			
	OCMESP-Meeting Chair, Espresso	380.40	494.50	
	OCMTAU-Meeting Chair,Taupe	373.10	485.05	
	OCMWHT-Meeting Chair, White	343.85	447.00	

Qty.	Item	Discount	Regular	Amount
	Ottomans			
	OTS-South Beach Wedge	435.00	565.50	
	BNO08-Bench, Black Leather	562.40	731.10	
	BN075-Bench, White Leather	562.40	731.10	
	END02B-Square, Black Leather	489.60	636.50	
	END02W-Square, White Leather	489.60	636.50	
	VIB02-Vibe Cube, Blue	191.10	248.45	
	VIB04-Vibe Cube, Red	191.10	248.45	
	VIB05-Vibe Cube, Yellow	191.10	248.45	
	VIB07-Vibe Cube, Champaigne	191.10	248.45	

Qty.	Item	Discount	Regular	Amount
	OSC-Cube, White Leather	172.90	224.75	
	OTH-Cube, Black Leather	172.90	224.75	
	VIB03-Vibe Cube, Pink	191.10	248.45	
	VIB06-Vibe Cube, Gold/Bronze	191.10	248.45	
	CUBL20-Edge Lighted Cube	269.35	350.15	
	VIB08-Vibe Cube, Orange	191.10	248.45	
	SAL Sally Stool	126.75	164.80	
	VIB01-Vibe Cube, Green	191.10	248.45	

COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount
	Occasional Cocktail Tables			
	C1E-Silverado	380.40	494.50	
	C1K-Inspiration	424.05	551.25	
	C1F-Geo Rect., Glass/Black	344.00	447.20	
	C1C-Geo Rect., Glass/Chrme	344.00	447.20	
	COLI - Oliver Cocktail Table	327.60	425.90	
	C1W-Sydney, White	385.85	501.60	
	C1Y-Sydney, Black	385.85	501.60	
	C1YP-Sydney Black, powered	489.60	636.50	
	C1WP-Sydney White, powered	489.60	636.50	
	G30CMS-Table, Maple	507.80	660.15	
	G30CMW-Table w/ Grmt, Maple	507.80	660.15	
	G30CWS-Table, White	507.80	660.15	
	G30CWW-Table w/ Grmt, White	507.80	660.15	
	REGBEN-Regis Bench Table	391.30	508.70	

Qty.	Item	Discount	Regular	Amount
	Occasional End Tables			
	E1E-Silverado	362.20	470.85	
	E1K-Inspiration	398.60	518.20	
	E1F-Geo, Glass/Black	336.70	437.70	
	E1C-Geo, Glass/Chrme	336.70	437.70	
	EOLI-Oliver End Table	291.20	378.55	
	E1W-Sydney, White	347.60	451.90	
	E1Y-Sydney, Black	347.60	451.90	
	CUBTBL-Edge LED Cube	271.20	352.55	
	CDYTB-Candy Table	289.40	376.20	
	AURA End Table	198.40	257.90	
	ETBL-E Table, Wood	243.90	317.05	
	NEMSAC Mosaic Tables, Set of 3	398.60	518.20	
	TMBTBL Timber Table, Wood	234.80	305.25	
	REGOTT-Regis End Table	289.40	376.20	

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
5.750% Tax:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

GROUP SEATING

RSTDIN

DUET

CS8

CS9

XCHR

SC1

CH002

SC10

SCF

SCC

SCE

SCD

SC4

SC3

XC3

XC6

CO4

GROUP SEATING

RSTDIN | Rustique Chair with arms
Gunmetal
20"L 18"D 31"H

DUET | Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 | Berlin Chair
Black, White
18"L 22"D 32"H

CS9 | Berlin Chair
Red, White
18"L 22"D 32"H

XCHR | Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC1 | New York Chair
Black, Maple
18"L 17"D 34"H

CH002 | Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SC10 | Razor Armless Chair
White
15.38"L 15.5"D 30.5"H

SCF | Fusion Chair
Black, White
19"L 21"D 32"H

SCC | Fusion Chair
Clear, White
19"L 21"D 32"H

SCE | Fusion Chair
Red, White
19"L 21"D 32"H

SCD | Fusion Chair
Green, White
19"L 21"D 32"H

SC4 | Jetson Chair
Black
19"L 18"D 31"H

SC3 | Brewer Chair
Onyx, Black
20"L 20"D 32"H

XC3 | Luxor Guest Chair
Black Vinyl
27"L 28"D 40"H

XC6 | Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CO4 | Iso Mesh Chair
Black
26"L 24"D 38"H

CONFERENCE TABLES

PWRUSB
Powered Conference Table Module
(black) 5"L 2.25"D 2"H
Includes 2 AC and 2 USB outlets. Available for all conference tables except the Manhattan, Geo, Merlin and Work Tables.

CONF42

CC5

CB1

CE1

CF1

CE2

CF2

CG1

OCT6W

6'–CB2

8'–CB3

6'–CC6

6'–CT06GR

8'–CC7
10'–CC8

8'–C508GR
10'–CT10GR

MERLIN

WD3

CONFERENCE TABLES

CC5 | 42" Round Table
Mahogany
42" Round 29"H

CONF42 | 42" Round Table
White Laminate
42" Round 29"H

CB1 | 42" Round Table
Graphite Nebula
42" Round 29"H

CE1 | Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 | Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CE2 | Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

CF2 | Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CG1 | Manhattan Table
Glass, Black
42" Round 29"H

OCT6W | Nova Oval Table
White, Silver Powder Coated Legs
71"L 36"D 29"H

CB2 | 6' Conference Table
Graphite Nebula
72"L 42"D 29"H

CB3 | 8' Conference Table
Graphite Nebula
96"L 48"D 29"H

CC6 | 6' Table
Mahogany
72"L 36"D 29.5"H

CT06GR | 6' Table
Granite
72"L 36"D 29"H

CC7 | 8' Table
Mahogany
96"L 48"D 29.5"H

CC8 | 10' Table
Mahogany
120"L 48"D 29.5"H

C508GR | 8' Table
Granite
96"L 44"D 29"H

CT10GR | 10' Table
Granite
120"L 46"D 29"H

MERLIN | Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 | Work Table
White Laminate, White
48"L 24"D 30"H

EXECUTIVE CHAIRS

PROEXE

PROEXB

PROGB

PROMID

XC2

XC5

XC1

XC4

G30 COMMUNAL TABLES

(ADAPTW)

G30 Powered Tables come with 2 white Charging Adapters

TABLE TOP OPTIONS

(G30 Powered Tables only available in white)

MAPLE

WHITE

(G30 Powered Tables)

G30BWP

G30DWP

G30CWP

(Solid Top Tables Or With Grommet Holes)

G30BMS
G30BMW

G30BWS
G30BWW

G30DMS
G30DMW

G30DWS
G30DWW

G30CMS
G30CMW

G30CWS
G30CWW

EXECUTIVE CHAIRS

PROEXE | Pro Executive High Back Chair
White Classic Vinyl
25"L 24"D 48"H Adjustable

PROEXB | Pro Executive High Back Chair
Black Vinyl
25"L 24"D 48"H Adjustable

PROGB | Pro Executive Guest Chair
Black Vinyl
24"L 22"D 36"H

PROMID | Pro Executive Mid Back Chair
White Classic Vinyl
24"L 22"D 40"H Adjustable

XC2 | Luxor Mid Back Executive Chair
Black Vinyl
27"L 28"D 41"H Adjustable

XC1 | Luxor High Back Executive Chair
Black Vinyl
27"L 28"D 47"H Adjustable

XC5 | Altura Mid Back Executive Chair
Black Crepe
25"L 25"D 37"H Adjustable

XC4 | Altura High Back Executive Chair
Black Crepe
25"L 25"D 43"H Adjustable

G30 COMMUNAL TABLES

G30 POWERED TABLES
White Top
G30BWP | Bar Table
72"L 26"D 42"H
G30DWP | Café Table
72"L 26"D 30"H
G30CWP | Cocktail Table
72"L 26"D 18"H

Bar Table
G30BMS | Solid Top
G30BMW | Grommet Holes
Maple Top
72"L 26"D 42"H

Café Table
G30DMS | Solid Top
G30DMW | Grommet Holes
Maple Top
72"L 26"D 30"

Cocktail Table
G30CMS | Solid Top
G30CMW | Grommet Holes
Maple Top
72"L 26"D 18"H

Bar Table
G30BWS | Solid Top
G30BWW | Grommet Holes
White Top
72"L 26"D 42"H

Café Table
G30DWS | Solid Top
G30DWW | Grommet Holes
White Top
72"L 26"D 30"H

Cocktail Table
G30CWS | Solid Top
G30CWW | Grommet Holes
White Top
72"L 26"D 18"H

Denotes AC and USB charging outlets

CAFÉ TABLES

ZTK
ZTP

ZTN

ZTQ

30MHSC

ZTG

ZTC

30GRHC
36GRHC

30MTHC
36MTHC

36WTHC

30MHHC

30BRHC

30BBHC

30ORHC

30SBHC

CAFÉ TABLES

Standard Black Base
30" Round 29"H
ZTJ | Graphite Nebula Top
ZTB | Brushed Red Top
ZTK | Maple Top
30MHSC | Mahogany Top
ZTG | Silver Textured Top
ZTC | Brushed Blue Top

Standard Black Base
36" Round 29"H
ZTN | Graphite Nebula Top
ZTQ | White Laminate Top
ZTP | Maple Top

Hydraulic Chrome Base
30" Round 29"H
30MTHC | Maple Top
30GRHC | Graphite Nebula Top
30MHHC | Mahogany Top
30STHC | Silver Textured Top
30BRHC | Brushed Red Top
30BBHC | Brushed Blue Top
30ORHC | Orange Top
30SBHC | Liquid Steel Blue Top

Hydraulic Chrome Base
36" Round 29"H
36MTHC | Maple Top
36GRHC | Graphite Nebula Top
36WTHC | White Laminate Top

EXECUTIVE FURNITURE

Shepard Exposition Services
7079 Oakland Mills Rd, Columbia, MD 21046
Customer Service Phone: (410) 737-9270
Customer Service Fax: (410) 737-9274
Customer Service Email: baltimore@shepardes.com

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Discount Deadline: March 16, 2016

CONFERENCE TABLES & CHAIRS

Qty.	Item	Discount	Regular	Amount
	Conference Tables			
	CF2-Geo Table, Black	617.00	802.10	
	CE1-Geo Table, Sq. Chrome	435.00	565.50	
	CF1-Geo Table, Sq. Black	617.00	802.10	
	CG1-Manhattan Table, Black	453.20	589.15	
	CE2-Geo Table, Chrome	617.00	802.10	
	CB2-6' Graphite Table	646.10	839.95	
	CB3-8' Graphite Table	762.60	991.40	
	CD2-6' Grey Nebula Table	599.05	778.75	
	CD3-8' Grey Nebula Table	726.20	944.05	
	CC6-6' Mahogany Table	646.10	839.95	
	CC7-8' Mahogany Table	762.60	991.40	
	CC8-10' Mahogany Table	1144.00	1487.20	
	CB1-42" Round, Graphite Nebula	572.80	744.65	
	CC5-42" Round, Mahogany Table	526.00	683.80	
	OCT6W-Nova, Oval White	726.20	944.05	
	CT06GR Conference Table 6' Granite	303.95	395.15	
	C508GR Conference Table 8' Granite	369.60	480.50	
	CT10GR Conference Table 10' Granite	554.40	720.70	
	PWRUSB-Powered Table Module	103.75	134.90	
	Executive Seating			
	PROEXE-Pro Executive Chair	507.80	660.15	
	PROEXB-Executive Chair High Back	507.80	660.15	
	PROGB-Guest Executive Chair	354.90	461.35	
	PROMID-Executive Chair Mid Back	322.15	418.80	
	XC1-Luxor Executive, High-back	549.65	714.55	

Qty.	Item	Discount	Regular	Amount
	Group & Guest Seating			
	Duet-Black, Chrome	89.20	115.95	
	RSTDIN-Rustique w/ arms, Gunmetal	198.40	257.90	
	CS8-Berline Chair, Black	172.90	224.75	
	CS9-Berlin Chair, Red	172.90	224.75	
	XCHR-Christopher Chr, White Vinyl	143.80	186.95	
	SC1-New York Chair	264.60	344.00	
	CH002-Whendy Chair, Acrylic	162.00	210.60	
	SC10 Razor Chair	107.40	139.60	
	SCF Fusion Chair, Black White	191.10	248.45	
	SCC Fusion Chair, Clear White	191.10	248.45	
	SCE Fusion Chair, Red White	191.10	248.45	
	SCD Fusion Chair, Green White	191.10	248.45	
	SC4-Jetson Chair	264.60	344.00	
	SC3-Brewer Chair, Onyx	238.40	309.90	
	XC3-Luxor Guest Chair	475.00	617.50	
	XC6-Altura Guest Chair	422.25	548.95	
	CO4-Iso Mesh Chair	402.20	522.85	
	Utility Chairs			
	SY1-Altura Task Chair	271.20	352.55	
	DF1-Altura Drafting Stool	416.80	541.85	
	Executive Seating			
	XC2-Luxor Executive Chair	516.90	671.95	
	XC4-Altura Executive, High-back	554.65	721.05	
	XC5-Altura Executive Chair	464.10	603.35	

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
	Café Tables- Black Base			
	ZTK-30" Maple Top/Black Base	307.60	399.90	
	ZTP-36" Maple Top/Black Base	334.90	435.35	
	ZTJ-30" Graphite Top/Black Base	307.60	399.90	
	ZTN-36" Graphite Top/Black Base	334.90	435.35	
	ZTG-30" Silver Textured Top	307.60	399.90	
	ZTE-36" Brandy Top/Black Base	383.70	498.80	
	ZTQ-36" White Laminate Top	334.90	435.35	
	ZTB-30" Red Top/Black Base	307.60	399.90	
	ZTC-30" Blue Top/Black Base	307.60	399.90	

Qty.	Item	Discount	Regular	Amount
	Café Tables - Chrome Base 30", Hydraulic			
	30MTHC-Maple Top, Chrome	409.50	532.35	
	30GRHC-Graphite Nebula, Chrome	409.50	532.35	
	30MHHC-Mahogany Top, Chrome	409.50	532.35	
	30STHC-Silver Textured, Chrome	409.50	532.35	
	30BRHC-Brushed Red Top, Chrome	409.50	532.35	
	30BBHC-Brushed Blue Top, Chrome	409.50	532.35	
	30ORHC-Orange Top, Chrome	409.50	532.35	
	30SBHC-Steel Blue Top, Chrome	409.50	532.35	
	Café Tables - Chrome Base 36", Hydraulic			
	36MTHC-Maple Top, Chrome	445.90	579.65	
	36GRHC-Graphite Nebula, Chrome	445.90	579.65	
	36WTHC-White Top, Chrome	445.90	579.65	

COMMUNAL TABLES

	Café Tables			
	G30DMS-Café, Maple Top	726.20	944.05	
	G30DMW-Café w/ Grmt, Maple	726.20	944.05	
	G30DWS-Café, White Top	726.20	944.05	
	G30DWW-Café w/ Grmt, White	726.20	944.05	
	G30DWP-Café Table, powered	835.40	1086.00	
	Cocktail Tables			
	G30CWP-Cocktail Table, powered	598.80	778.45	

	Bar Tables			
	G30BWS-Bar Table, White	908.20	1180.65	
	G30BWW-Bar w/ Grmt, White	908.20	1180.65	
	G30BMS-Bar Table, Maple	908.20	1180.65	
	G30BMW-Bar w/ Grmt, Maple	908.20	1180.65	
	G30BWP-Bar Table, powered	1072.00	1393.60	

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
5.750% Tax:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

BAR TABLES

VTJ
VTN

VTK
VTP

30MHSB

VTG

VTB

VTC

36GRHB

30MTHB
36MTHB

36WTHB

TABLE TOP OPTIONS

MAPLE

GRAPHITE NEBULA

BRUSHED BLUE

WHITE LAMINATE

MAHOGANY

ORANGE

SILVER TEXTURED

BRUSHED RED

LIQUID STEEL BLUE

30MHHB

30STHB

30BRHB

30BBHB

30ORHB

30SBHB

BAR TABLES

Standard Black Base
30" Round 42"H
VTJ | Graphite Nebula Top
VTK | Maple Top
30MHSB | Mahogany Top
VTG | Silver Textured Top
VTB | Brushed Red Top
VTC | Brushed Blue Top

Standard Black Base
36" Round 42"H
VTW | White Laminate Top
VTN | Graphite Nebula Top
VTP | Maple Top

Hydraulic Chrome Base
30" Round 45"H
30GRHB | Graphite Nebula Top
30MTHB | Maple Top
30MHHB | Mahogany Top
30STHB | Silver Textured Top
30BRHB | Brushed Red Top
30BBHB | Brushed Blue Top
30ORHB | Orange Top
30SBHB | Liquid Steel Blue Top

Hydraulic Chrome Base
36" Round 45"H
36GRHB | Graphite Nebula Top
36MTHB | Maple Top
36WTHB | White Laminate Top

BARSTOOLS

APS08

APS59

APS75

APS12

RSTSTL

XBAR

ROLLGY

ROLLRD

ROLLWH

ROLLBL

BS001

BS002

BS003

BSN

BCE

BSS

BST

BSD

BSC

BSL

BARSTOOLS

Apex Barstools
21"L 21"D 33"H
APS08 | Black Vinyl
APS59 | Red Vinyl
APS75 | White Vinyl
APS12 | Blue Ultra Suede

RSTSTL | Rustique Barstool
Gunmetal
13"L 13"D 30"H

XBAR | Christopher Barstool
White Vinyl, Chrome
19"L 15"D 41"H

ROLLGY | Lift Barstool
Gray Vinyl
15" Round 23–33.5"H

ROLLRD | Lift Barstool
Red Vinyl
15" Round 23–33.5"H

ROLLWH | Lift Barstool
White Vinyl
15" Round 23–33.5"H

ROLLBL | Lift Barstool
Black Vinyl
15" Round 23–33.5"H

BS001 | Shark Barstool
White, Chrome
22"L 19"D 34–44"H

BS002 | Zoey Barstool
White, Chrome
15"L 16"D 26-30.5"H

BS003 | Zoey Barstool
Black, Chrome
15"L 16"D 26-30.5"H

BSN | Jetson Barstool
Black
18"L 19"D 29"H

BCE | Ice Barstool
Transparent, Chrome
16"L 14"D 33"H

BSS | Banana Barstool
Black, Chrome
21"L 22"D 30"H

BST | Banana Barstool
White, Chrome
21"L 22"D 30"H

BSD | Oslo Barstool
Blue
17"L 20"D 30"H

BSC | Oslo Barstool
White
17"L 20"D 30"H

BSL | Gin Barstool
Maple, Chrome
16"L 16"D 29"H

WORK/MULTI USE TABLES

MERLIN

WD3

PEDESTALS & PRODUCT DISPLAY

Denotes AC and USB charging outlets

Powered Locking Pedestals come with one black or white charging adapter

ADAPTB

ADAPTW

POWER DETAIL

36"– PDL36B
42"– PDL42B

POWER DETAIL

36"– PDL36W
42"– PDL42W

PDL

(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

ET1

ET2

BC6

UTILITY CHAIRS

SY1

DF1

WORK/MULTI USE TABLES

MERLIN | Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 | Work Table
White Laminate, White
48"L 24"D 30"H

PEDESTALS & PRODUCT DISPLAYS

Powered Locking Pedestal
Black
PDL36B | 24"L 24"D 36"H
PDL42B | 24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W | 24"L 24"D 36"H
PDL42W | 24"L 24"D 42"H

PDL | Locking Pedestal
Black
24"L 24"D 42"H

ET1 | Etagere
Pewter, Metal Glass
30"L 16"D 70"H

ET2 | Etagere
Black, Metal Glass
30"L 16"D 70"H

BC6 | Bookcase
Mahogany
36"L 13"D 71"H

UTILITY CHAIRS

SY1 | Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 | Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

DESKS & CREDENZAS

Denotes AC and USB charging outlets

POWER DETAIL

Powered Tech Desk includes one black charging adapter

ADAPTB

TECH3B

TECH

TECH3

JD6

CR6

FILES & FRIDGES

VF4

VF2

L26

R1R

R1Q

DESKS & CREDENZAS

TECH3B | Tech Desk, Powered w/3 Drawer File Cabinet
Black Metal, Laminate
60"L 30"D 30"H

TECH | Tech Desk, Powered
Black Metal, Laminate
60"L 30"D 30"H

TECH3 | 3 Drawer File Cabinet on Castors
Black Metal, Laminate
16"L 20"D 28"H

JD6 | Executive Desk
Mahogany
60"L 30"D 29"H

CR6 | Credenza
Mahogany
72"L 24"D 29"

FILES & FRIDGES

VF4 | Vertical File, 4 Drawer
Light Gray
27"L 19"D 52"H

VF2 | Vertical File, 2 Drawer
Light Gray
27"L 19"D 28"H

L26 | Lateral File
Mahogany
36"L 20"D 29"H

R1R | Refrigerator, Large
White
14.0 cubic feet
28"L 28"D 64"H

R1Q | Refrigerator, Small
White
4.0 cubic feet
20"L 22"D 33"H

BARS

BRC

BR1

Suggested Uses of Martini Bar

BARS

BRC | Martini Bar Circle
Comprised of three
BR1 Martini Bars
100"L 100"D 45"H

BR1 | Martini Bar
Gray Metal, Frosted Glass
Top
67"L 22"D 45"H

MOBILE TABLET STANDS

TBBCHR

TBSHLF

TBPNTR

TBSTND

(BACK VIEW)

Mobile Table Stands
Includes 3 AC and 2 USB
Charging Outlets

TBSTDW

LAMPS

LA15

LA14

LIGHTED PRODUCTS

LED light availible in white, red, green, blue and rolling color

CUBL20

CUBTBL

MOBILE TABLET STAND ACCESSORIES

TBBCHR | Brochure Holder
Black
8.625"L 1.1"D 11.325"H

TBSHLF | Charging Shelf
Black
14.85"L 7.17"D 1"H

TBPNTR | Wireless Printer Holder
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

TBSTND | Mobile Tablet Stand
Black
14"L 13"D 44.5"H

TBSTDW | Mobile Tablet Stand
White
14"L 13"D 44.5"H

LAMPS

LA15 | Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 | Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

CUBL20 | Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H
A/C power only

CUBTBL | Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H
A/C power only

Shepard Exposition Services
7079 Oakland Mills Rd, Columbia, MD 21046
Customer Service Phone: (410) 737-9270
Customer Service Fax: (410) 737-9274
Customer Service Email: baltimore@shepardes.com

EXECUTIVE FURNITURE

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Discount Deadline: March 16, 2016

BAR TABLES, BARS, & BAR STOOLS

Qty.	Item	Discount	Regular	Amount
	Bar Tables - All Black Base			
	VTK-30" Maple Top/Black Base	336.70	437.70	
	VTP-36" Maple Top/Black Base	332.80	432.65	
	VTJ-30" Graphite Top/Black Base	336.70	437.70	
	VTN-36" Graphite Top/Black Base	362.20	470.85	
	VTG-30" Silver Textured Top	336.70	437.70	
	VTE-36" Brandy Top/Black Base	349.45	454.30	
	VTW-36" White Laminate Top	362.20	470.85	
	VTB-30" Red Top/Black Base	336.70	437.70	
	VTC-30" Blue Top/Black Base	336.70	437.70	
	Bars			
	BRC-Circle Martini Bar	5298.00	6887.40	
	BR1-Martini Bar	1840.00	2392.00	
	Barstools			
	BST-Banana, White/Chrome	340.35	442.45	
	BSS-Banana, Black/Chrome	340.35	442.45	
	BS001-Shark, Swivel White	435.00	565.50	
	BS002-Zoey, Swivel White	398.60	518.20	
	BS003-Zoey, Swivel Black	411.80	535.35	
	RSTSTL-Rustique Barstool, Gunmetal	180.20	234.25	
	APS08-Apex Black Vinyl	305.75	397.50	
	APS59-Apex Red Vinyl	305.75	397.50	
	APS75-Apex White Vinyl	305.75	397.50	
	APS12-Apex Blue Ultra Suede	305.75	397.50	
	XBAR-Christopher White Vinyl	245.70	319.40	

Qty.	Item	Discount	Regular	Amount
	Bar Tables - Chrome Base 30", Hydraulic			
	30GRHB-Graphite Nebula, Chrome	409.50	532.35	
	30MTHB-Maple Top, Chrome	409.50	532.35	
	30MHHB-Mahogany Top, Chrome	409.50	532.35	
	30STHB-Silver Texture, Chrome	409.50	532.35	
	30BRHB-Brushed Red, Chrome	409.50	532.35	
	30BBHB-Brushed Blue, Chrome	409.50	532.35	
	30ORHB-Orange Top, Chrome	409.50	532.35	
	30SBHB-Steel Blue Top, Chrome	409.50	532.35	
	Bar Tables - Chrome Base 36", Hydraulic			
	36GRHB-Graphite Nebula, Chrome	445.90	579.65	
	36MTHB, Maple Top, Chrome	445.90	579.65	
	36WTHB-White Top, Chrome	445.90	579.65	
	Barstools			
	BSD-Oslo, Blue	358.55	466.10	
	BSC-Oslo, White	358.55	466.10	
	BSL-Gin, Maple	271.20	352.55	
	BSN-Jetson, Black	364.00	473.20	
	BCE-Ice, Transparent /Chrome	318.55	414.10	
	ROLLBL-Lift Barstool, Black Vinyl	289.40	376.20	
	ROLLGY-Lift Barstool, Grey Vinyl	289.40	376.20	
	ROLLRD-Lift Barstool, Red Vinyl	289.40	376.20	
	ROLLWH-Lift Barstool, White Vinyl	289.40	376.20	

MISCELLANEOUS ITEMS

Qty.	Item	Discount	Regular	Amount
	Desks, Credenzas, Lateral Files, Files			
	BC6-Bookcase, Mahogany	526.00	683.80	
	JD6-Executive Desk, Mahogany	738.00	959.40	
	L26-Lateral File, Mahogany	596.10	774.95	
	CR6-Credenza, Mahogany	762.60	991.40	
	VF4-Vertical File, 4-drawer	347.60	451.90	
	VF2-Vertical File, 2-drawer	254.80	331.25	
	TECH3B-Tech Desk w/drawers, Pwr	762.60	991.40	
	TECH-Tech Desk, Powered	617.00	802.10	
	TECH3-3-drawer File Cbnt w/Castors	203.85	265.00	
	Product Display- Pedestals			
	PDL-42"H Pedestal, Locking	653.40	849.40	
	PDL36B-Ped, Locking, Powered	728.80	947.45	
	PDL42B-Ped, Locking, Powered	817.20	1062.35	
	PDL36W-Ped, Locking, Powered	689.80	896.75	
	PDL42W-Ped, Locking, Powered	817.20	1062.35	
	Charging Items			
	ADAPTB-Charging Adapter, black	32.75	42.60	
	ADAPTW-Charging Adapter, white	32.75	42.60	

Qty.	Item	Discount	Regular	Amount
	Product Display- Etageres			
	ET2-Etagere, Black	480.85	625.10	
	ET1-Etagere, Pewter	471.40	612.80	
	Lamps			
	LA15-Mason Silver Floor Lamp	300.30	390.40	
	LA14-Mason Silver Table Lamp	196.55	255.50	
	Refrigerators			
	R1R-White 14 Cubic Feet	1186.65	1542.65	
	R1Q-White 4 Cubic Feet	416.80	541.85	
	Work & Multi-Use Tables			
	MERLIN-Multi Use Table	471.40	612.80	
	WD3-Work Table	453.20	589.15	
	Mobile Tablet Stands*			
	TBSTDW-Mobile Tablet Stand, Black	191.10	248.45	
	TBSTND-Mobile Tablet Stand, White	191.10	248.45	
	TBBCHR-Tablet, brochure holder	89.20	115.95	
	TBSHLF-Tablet, charging shelf	89.20	115.95	
	TBPNTR-Tablet, print stand	89.20	115.95	

** Please note that all tablet stands must be ordered separately*

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
5.750% Tax:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

INLINE BOOTH RENTALS

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Discount Deadline: March 7, 2016

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

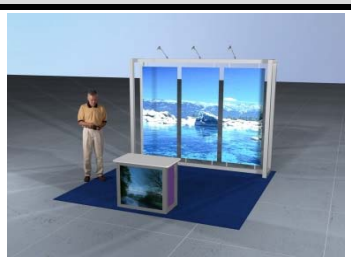
Please visit us online for additional options and information: ***http://www.shepardes.com/shep-gallery.html***

The Eddie

Qty.	Description	Discount	Regular
	10' x 10'	3548.60	4613.20
	10' x 20'	5778.70	7512.30
	Subtotal		

(66470, 66471)

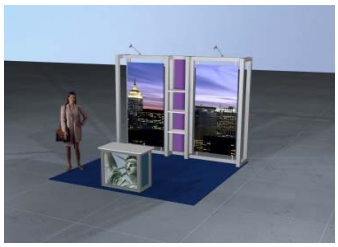
The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	2475.60	3218.30
	10' x 20'	4333.35	5633.35
	Subtotal		

(66474, 66475)

The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	3070.75	3992.00
	10' x 20'	5830.50	7579.65
	Subtotal		

(66477, 66478)

The Madison

Qty.	Description	Discount	Regular
	10' x 10'	3723.80	4840.95
	10' x 20'	4413.35	5737.35
	Subtotal		

(66484, 66485)

The Grant

Qty.	Description	Discount	Regular
	10' x 10'	3930.60	5109.80
	10' x 20'	5447.70	7082.00
	Subtotal		

(66486, 66487)

The Harrison

Qty.	Description	Discount	Regular
	10' x 10'	3613.40	4697.40
	10' x 20'	5309.80	6902.75
	Subtotal		

(66492, 66493)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

****Please Note**** **Carpet is not included. To order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
5.750% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

INLINE BOOTH RENTALS

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Discount Deadline: March 7, 2016

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

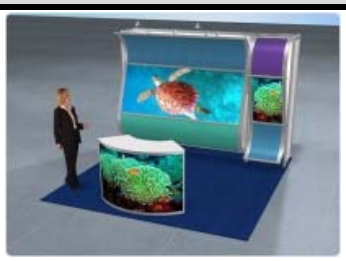
EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

Please visit us online for additional options and information: ***http://www.shepardes.com/shep-gallery.html***

The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	3854.75	5011.20
	10' x 20'	5827.00	7575.10
	Subtotal		

(66490, 66491)

The Lincoln

Qty.	Description	Discount	Regular
	10' x 10'	3654.80	4751.25
	10' x 20'	5034.00	6544.20
	Subtotal		

(66482, 66483)

The Roosevelt

Qty.	Description	Discount	Regular
	10' x 10'	3827.20	4975.35
	10' x 20'	6068.35	7888.85
	Subtotal		

(66488, 66489)

The Lucy

Qty.	Description	Discount	Regular
	10' x 10'	2275.65	2958.35
	Subtotal		

(66473)

The Dale

Qty.	Description	Discount	Regular
	10' x 10'	3972.00	5163.60
	Subtotal		

(66481)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

****Please Note**** **Carpet is not included, to order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
5.750% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

EXHIBIT RENTAL ACCESSORIES

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Discount Deadline: March 7, 2016

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

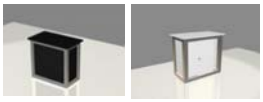
SHOWCASES AND LOCKING CABINETS

Quarterview Showcase

4' 6" W X 1' 9" D x 3' 3" H

Square Showcase

1' 9" W x 1" 9" D x 7' H



LC3

3' 9" W x 2' 3" D x 3' 6" H

Showcases					
Code	**Qty.**	**Description**	**Discount**	**Regular**	**Amount**
66270		**Quarterview**	1177.10	1530.25	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66272		**Square**	1270.45	1651.60	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					

Locking Cabinets					
Code	**Qty.**	**Description**	**Discount**	**Regular**	**Amount**
66282		**LC1**	872.45	1134.20	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66283		**LC2**	1058.70	1376.30	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66284		**LC3**	643.55	836.60	
Please choose panel color: ☐ Black (06) ☐ White (03)					

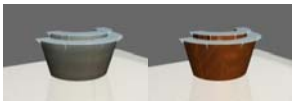
LC1 - 1 meter wide

3' 6" W x 1' 9" D x 3' 6" H

LC2 - 1.5 meters wide

5' W x 1' 9" D x 3' 6" H

RECEPTION COUNTERS AND COMPUTER STANDS



RC1

7' 9" W x 3' 5" D x 3' 9" H

RC2

4' 9"W x 2' 3"D x 3' 3"H

RC3*

5' 3"W x 3' 3"D x 3' 6"H

CS1 ***CS2****

CS1 - 3' W x 1' 9" D x 6' 3" H

CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Reception Counters and Computer Stands					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66274		**RC1**	2427.80	3156.15	
Please choose metal color: ☐ Chrome (CH) ☐ Wood (W)					
66275		**RC2**	897.20	1166.35	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66276		**RC3***	1946.25	2530.15	
66285		**CS1***	1131.85	1471.40	
66286		**CS2***	659.70	857.60	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66277		**Gondola**	611.35	794.75	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66278		**GL1***	604.35	785.65	
66279		**GL2***	1041.75	1354.30	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66430		Phone Station*	1999.80	2599.75	

Gondola

3' 6" W x 1' 9" D x 5' H

GL1 ***GL2****

GL1 - 5' 4" W x 1' 3" D x 8' H

GL2 - 4' 3" W x 1' 3" D x 7' H

Please note that electrical services must be ordered separately .You may find the forms in the Utilities section of the service manual.

Please fax completed form to the Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
5.750% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

*** All tax rates are subject to change.**

UNION JURISDICTIONS
MARYLAND/DC AREA

UNION LABOR

Maryland is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenters union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Carpenter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move in) and (1) one hour on the dismantle (move out), without union labor on booths that are larger than 10x10. Exhibitors may work in booths 10x10 or smaller without the use of union labor. Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc are allowable for exhibitor use within the size and time frame limitation. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or from Shepard Exposition Services.

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

One individual from each exhibiting company is permitted one trip to hand carry items into exhibit facility. The use of dollies, hotel baggage carts, flat trucks, and other mechanical equipment is not permitted.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES /BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.

LABOR ORDER FORM

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Discount Deadline: March 16, 2016

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling

Date of installation: _____ Requested start time: _____ Est. Hours _____

Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	111.50	144.95	30% **	
68067		OT	167.25	217.45	30% **	
68068		DT	223.00	289.90	30% **	

Dismantle:68070/68071/68072 Sup install: 68069 Sup dismantle: 68073

I will need Exhibitor Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	111.50	144.95	
68061		OT	167.25	217.45	
68062		DT	223.00	289.90	

Dismantle: 68063/68064/68065

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

**** Please note - when ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.***

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, after 4:30 PM; All day Saturday & Sunday

DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	223.00	289.90	

Booth size: _____ ft. x _____ ft. = _____

Carpet install date/time: _____

Please note:
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal $

N/A Tax*: $

Amount Due: $

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____

# of pieces: _____ Weight of Shipment: _____

Is shipment? ☐ Crated ☐ Uncrated

Tracking/Pro #: _____

Estimated arrival date: _____

Shipment to arrive at: ☐ Warehouse ☐ Show site

Outbound Freight Information

Carrier Company Name: _____

Deliver Shipment To: _____

Address: _____

City, ST, Zip: _____

Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Force freight through preferred carrier: ☐

Send shipment back to Shepard warehouse: ☐ ($400 min. fee)

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ x _____

Forklift required? ☐ Yes ☐ No

Carpet is? ☐ owned ☐ rented from Shepard

Carpet padding? ☐ Yes ☐ No

Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

Services You Have Ordered

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment

☐ Booth Cleaning ☐ Telephone/Internet

Electrical Information:

☐ Electrical should go under the carpet (diagram is attached)

☐ Electrical drawings are attached

☐ Electrical drawings are with exhibit in crate number

☐ Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____

Hotel: _____

Arrival date/time: _____

Departure date/time: _____

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

*** All tax rates are subject to change.**

SHEPARD LOGISTICS SERVICES

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-596-5620

Shepard Logistics Email: logistics@shepardes.com

FAX OR EMAIL THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

INBOUND PICK UP LOCATION INFORMATION

▪ **Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.**

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

_____

_____

(City) (State) (Zip)

SHIPPING INFORMATION

Items to be shipped

Number of Pieces		Est. Weight
____	Crates	
____	Cartons (cardboard)	
____	Cases/Trunks (fiber) (color) _____	
____	Skids/Pallets	
____	Carpet (color) _____	
____	TV/Monitor	
____	Other _____	
____	Total Pieces **Total Wt.**	

Size of largest piece: L _____ W _____ H _____

Loading Dock ☐ Yes ☐ No Lift Gate _____

Residential _____ Inside Pick up _____ Inside Delivery _____

Special Instructions: _____

▪ **Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site**

SHIP TO

☐ I will be shipping to the **WAREHOUSE**

(Company Name, Booth #)
2016 Government Procurement Conference
c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046

Warehouse Deadline March 29, 2016 (Date)

☐ I will be shipping to **SHOW SITE**

c/o Shepard Exposition Services
(Company Name, Booth#)
2016 Government Procurement Conference
Washington DC Convention Center
801 Mount Vernon Pl., NW
Washington DC 20001

Delivery date: April 5, 2016

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

_____

_____

_____

Contact Name: _____

Phone: _____

Deliver By Date: _____

Number of labels: _____

Special Instructions: _____

_____

TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

Type Card ☐ MasterCard ☐ VISA ☐

Logistics/Material Handling ONLY ☐ Authorize ALL charges ☐

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Email: _____ **Fax #:** _____

Authorized Signature: _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.

Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free

Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com

SHIPPING LABELS

2016 Government Procurement Conference

ADVANCE SHIPPING ADDRESS LABELS

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

7079 Oakland Mills Rd

Columbia, MD 21046

Delivery Hours: M-F, 8-4:30 PM

For: **2016 Government Procurement Conference**

First day freight can arrive w/o a surcharge:
March 9, 2016

Last day freight can arrive w/o a surcharge:
March 29, 2016

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

7079 Oakland Mills Rd

Columbia, MD 21046

Delivery Hours: M-F, 8-4:30 PM

For: **2016 Government Procurement Conference**

First day freight can arrive w/o a surcharge:
March 9, 2016

Last day freight can arrive w/o a surcharge:
March 29, 2016

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Washington DC Convention Center

801 Mount Vernon Pl., NW

Washington DC 20001

For: **2016 Government Procurement Conference**

MUST NOT BE DELIVERED PRIOR TO:

April 5, 2016 @ **8:00 AM**

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Washington DC Convention Center

801 Mount Vernon Pl., NW

Washington DC 20001

For: **2016 Government Procurement Conference**

MUST NOT BE DELIVERED PRIOR TO:

April 5, 2016 @ **8:00 AM**

MATERIAL HANDLING AUTHORIZATION

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: □ Advance Warehouse □ Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping.*

To set up your ***Signature Series Shipping,*** please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. ***Signature Series Shipping*** does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for ***Signature Series Shipping*** .

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Standard Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$147.55	$221.25	$191.75		
	Crated	Uncrated	Special Handling		
	35030 / 35033	35043	35038		
Advance Shipments to Warehouse					
	$159.55	$207.50			
	Crated	Special Handling			
	35010 / 35013	35036			
Pieces	**Small Packages (FedEx/UPS/DHL under 30 lbs.)**				
	$79.75	$103.75	$159.50		
	Each carton	Special handling	Min. per shipment		
	35048	35268	35045		

Signature Series Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$132.75	$199.25	$172.50		
	Crated	Uncrated	Special Handling		
	35390 / 35395	35391/ 35399	35394 / 35402		
Advance Shipments to Warehouse					
	$143.50	$186.50			
	Crated	Special Handling			
	35393 / 35397	35392 / 35401			

Overtime

Overtime: 30% fee for each overtime application based on ST rate

Double Time

Double Time: 50% fee for each double time application based on ST rate

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

Subtotal	$
N/A Tax*:	$
Amount Due:	$

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

*** All tax rates are subject to change.**

STORAGE AUTHORIZATION FORM

Shepard Exposition Services
7079 Oakland Mills Rd, Columbia, MD 21046
Customer Service Phone: (410) 737-9270
Customer Service Fax: (410) 737-9274
Customer Service Email: baltimore@shepardes.com

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Please Note: This form is for Accessible/Secured Storage only.

STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

- **For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.**
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be ***$5.00 per pound or $500.00 per package or container***, whichever is less. No uncrated material will be accepted at the warehouse.

SHOWSITE STORAGE

☐ **Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day ($100.00 Minimum).**
(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a $35.00 per day charge for pallet/skid, $80.00 per day for 1/2 trailer usage and $120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **($100.00 Minimum)**
There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.
(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.
All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

☐ **Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: ***$20.00 per cwt. ($400.00 min.)*** *(35005)*

☐ **Storage per Month Service Fee:** Monthly storage is ***$10.00 per cwt per month ($100.00 min)***. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days.
(Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

☐ **Shipped to another destination as arranged via Shepard Logistics Services**

☐ **Transport to another SES show:** _____ **Delivery Date:** _____

☐ **Pick-up arranged with another carrier**

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.
*** All tax rates are subject to change.**

MATERIAL HANDLING INFORMATION

2016 Government Procurement Conference

Shepard Exposition Services
7079 Oakland Mills Rd, Columbia, MD 21046
Customer Service Phone: (410) 737-9270
Customer Service Email: baltimore@shepardes.com

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING **Rate as shown on Material Handling Authorization Form**

A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive bulk via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service and Airborne Express may be charged a special handling rate due to their delivery procedures.

DISPOSAL FEE

A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

OVERTIME/DOUBLE TIME **Surcharge: Overtime: 30% Double Time: 50%**

Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME/DOUBLE TIME **Surcharge: Overtime: 30% Double Time: 50%**

Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE **Surcharge: 25% Minimum: $50.00 35003**

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

UNCRATED SHIPMENTS **Rate as shown on Material Handling Authorization Form**

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

MIXED SHIPMENTS **Rate as shown on Material Handling Authorization Form**

Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

OFF-TARGET DELIVERIES **Surcharge: 15% Minimum: $50.00 35004**

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARSHALING YARD **Surcharge: $30 per Shipment 35250**

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS **Surcharge: $25.00 per forklift load 35282**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE **Surcharge: $25.00 per piece, Minimum $50.00 35105**

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES **Surcharge: $10.50 per envelope 35007**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

If you have any questions about material handling, please contact Shepard Customer Service department.

MATERIAL HANDLING 101

2016 Government Procurement Conference

MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. ***Material handling*** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.
All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.
All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.
EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service - priority of empty return at the close of show
- Volume discounted shipping rates
- Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.

LOADING DOCKS, HAND-CARRY ENTRANCE, AND POVS

IMPORTANT INFORMATION ABOUT LOADING DOCKS, HAND-CARRY ENTRANCE AND POVS

Loading Docks/Loading Dock Access Procedures

- Access to the Hall D loading docks is near the 9th St corner of M Street.
- Traffic for Halls D or E should wait on northbound 9th Street until they can be directed to the Halls D or E docks.
- All trucks must exit the center on westbound M Street to 9th Street (turn right from the docks.)

Hand-Carry Entrance

The entrance at the southwest corner of 9th St and Mt. Vernon Place has been designated as the hand-carry entrance. One individual from each exhibiting company may use this entrance to transport materials they can carry in **one trip** to their booths.

Examples of acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks.

The following are **NOT** considered hand-carry items: two wheel dolly loads, hotel Bellman's carts, boxes or crates requiring two people to carry.

Other entrances for hand-carry may be designated based on the event location, and other events in the building.

Delivery by Personally-Owned Vehicles (POV)

If you cannot hand-carry your materials through the 9th St and Mt. Vernon Place entrance in one trip as the Hand-Carry statement above states, you may use the loading dock. You will not be permitted to hand-carry anything through the loading dock doors. There will be security stationed at the bottom of the ramp to the loading docks. When a space becomes available, they will allow you to proceed to the dock for unloading by union labor. As soon as your vehicle is unloaded, you are required to move out of the dock area in order to allow other exhibitors access.

If you have any questions, please call Shepard Customer Service at (410) 737-9270. Thank you for your cooperation.

Union labor to unload and load your vehicle will be charged based on the following:

Booth to Dock: $100.00
Dock to Booth: $100.00

These fees cover delivery of materials to your booth and removal and storage of any empty crates or packing containers. The fees also include the return of your crates and containers to your booth after the show, delivery of your freight back to the loading dock. You will find this order form in your exhibitor manual.

DO NOT PAY ANYONE AT THE DOCK! ALL FEES SHOULD BE PAID TO SHEPARD EXPOSITION SERVICES AND WILL BE COLLECTED AT THE SERVICE DESK.

CARTLOAD MATERIAL HANDLING SERVICE

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

CARTLOAD SERVICE

Cartload service includes one laborer, one cart, one trip per rate listed below.

Code	# of trips	Item Description	Rate	Amount
ONE-WAY STRAIGHT TIME RATES				
35152		Booth to Dock - ST	100.00	
35151		Dock to Booth - ST	100.00	
ONE- WAY OVERTIME TIME RATES				
35154		Booth to Dock - OT	100.00	
35153		Dock to Booth - OT	100.00	
			Subtotal	$
			N/A Tax:	$
			Amount Due:	$

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, after 4:30 PM; All day Saturday & Sunday

DT - Doubletime: All other hours and holidays

CARTLOAD SERVICE RESTRICTIONS

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

All items must fit on flat bed cart (approximately 3'x4' in size). If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Shepard Exposition Services
7079 Oakland Mills Rd, Columbia, MD 21046
Customer Service Phone: (410) 737-9270
Customer Service Fax: (410) 737-9274
Customer Service Email: baltimore@shepardes.com

2016 Government Procurement Conference

April 6, 2016

Washington DC Convention Center - Washington DC

Event Code: M174460416

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard.
Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.
Note: All third parties must pick up BOL/labels at the Shepard Service Desk.

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ **Number of Labels Requested:** _____

☐ Crate ☐ Skid ☐ Cases ☐ Carton ☐ Total Weight

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: _____

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.
** If using FedEx or UPS you must have *and apply* their shipping labels

Type of Service:

☐ Ground ☐ Overnight ☐ 2nd Day

In the event your designated carrier fails to pickup:

☐ Reroute via show carrier
☐ Return to Warehouse

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

OUTBOUND SHIPMENT REQUIREMENTS:

1. **Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.**
2. **Exhibtors must properly package and label all materials.**
3. **Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.**
4. **Please see the SES service desk if you do not receive a BOL**

****Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Register at www.insurance4exhibitors.com! It's easy and you get an immediate certificate!

General Liability Insurance for $1,000,000 per Occurrence / $2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

_____ 1 Event Day: $89.00	_____ 4-10 Event Days: $119.00	_____ 6 Month Policy: $475.00
_____ 2-3 Event Days: $109.00	_____ 11-30 Event Days: $199.00	_____ Annual Policy: $650.00

NAME OF EVENT:_____ EVENT START DATE:_____ End Date:_____

EVENT WEBSITE:_____ EVENT CONTACT:_____ PHONE # _____

VENUE ADDRESS with City, State & Zip:_____

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured:_____ Contact Name:_____

Address:_____City:_____State:_____Zip code:_____

Email: _____ Country: _____Telephone: _____

Description of Business/Exhibit: _____

Does your exhibit or business involve any of the excluded activities below? _____YES _____NO

Alcohol Serving	Amusement Devices	Animals	Athletic Participation	Mazes
Disc-Jockeys	Bands	Entertainment & Film Industry	Equipment Rental	Tobacco
Fireworks, Firearms, Weapons	Health Supplements	Hot Wax Impressions	Inflatables	
Installation/Service/Repair	Massage	Mechanical/Amusement Devices	Water Activities	
Medical Testing	Motor Sport Activities	Oxygen / Aromatherapy	Storefront Operations	
Tattooing or Piercing	Vehicles in Motion	Weight-Loss Products	Watercraft Exhibits on Water	

If yes, describe (we can still get you insurance)_____

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don't list your employees. Just leave blank if you do not know.

Additional Insured #1:_____ Additional Insured #2: _____

Address,City,ST,Zip: _____ Address,City,ST,Zip: _____

Any special wording or coverage needed: _____

Any Additional Information or notes: _____

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

Payment Form: __ American Express __ MasterCard __ Visa __ Discover __ Check (Payable to "Insurance for Exhibitors")

Card Number _____ Expiration Date: _____ Security Code: _____

Cardholder Name:_____ Cardholder Address:_____

Has any prior coverage been cancelled or non-renewed? _____ Yes _____ No

TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge al information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print)_____

I understand that no property is covered on this policy: _____ I want a quote for property coverage: _____

Insurance for Exhibitors
30285 Bruce Industrial Parkway, Suite B
Solon, OH 44139

Online: http://www.insurance4exhibitors.com
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 Fax: 440-815-2154

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.
Advance Order – An order for services sent to service contractor prior to installation date.
Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.
Back Wall – Refers to the drape used at the rear of a standard booth.
Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)
Booth Package – This term describes the equipment supplied to exhibitors from show management.
Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.
Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.
Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.
CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt
Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.
DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.
Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.
Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.
Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.
Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.
Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.
Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.
Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.
Freight – Exhibit properties and other materials shipped for an exhibit.
Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.
Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.
Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.
I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.
ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.
In-line – An exhibit that is constructed in a continuous line with other exhibits.
Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.
Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.
Logistics – Point to point transportation services for freight by an appointed carrier.
Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.
Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.
Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.
Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.
Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.
Perimeter Booth – A booth space on an outside wall.
Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.
Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.
Quad Box – Four electrical outlets in one box provided by the electrical contractor.
Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.
Rigger – A skilled worker responsible for handling and assembly of machinery.
Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.
Service Desk – The location at which exhibitors order services.
Side Rails – The wall between two booths used to divide exhibits, typically 3' high.
Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.
Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.
ST labor – Straight time labor, or work performed during normal hours at the standard rate.
Targets – Exhibitor move in date/time prior to general move-in available by appointment only.
Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectic.com or fax them to 510-293-6151 or 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Pl NW
Washington, DC 20001
Phone: 202-249-3600
Fax: 202-249-3601

ELECTRICAL SERVICE CONTRACT

HI·TECH ELECTRIC
24209 Clawiter Rd, Hayward, CA 94545
510-293-6151
510-293-6155 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 **2016-2017******

Deadline Date for Incentive Rates:
March 16th, 2016

Event Name: 2016 Government Procurement Conference		**Event Dates:** April 6th , 2016
Company Name		Booth No.
Credit Card Billing Address (exact address for credit card)		
City / State / Zip	Phone	Country
Credit Card No	Exp Date	Check Number
VISA ☐ MC ☐ AMEX ☐	Cardholder Name as it appears on card (Please Print)	

Authorized Contact Name (Please Print)	Phone	Authorized Contact Email

******* PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *******

ELECTRICAL OUTLETS / LIGHTING SERVICES

Power strips and extension cords available to rent onsite

Description Of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
120 V Outlet - Maximum of One (1) connection per outlet							
5 Amp / 500 watts		103.00	125.00				
10 Amp /1000 watts		127.00	153.00				
20 Amp / 2000 watts		192.00	238.00				
208 V 1Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp-***Minimum for European Power***		341.00	418.00				
30 Amp		463.00	570.00				
40 Amp		584.00	721.00				
50 Amp		645.00	802.00				
60 Amp		841.00	1033.00				
100 Amp		1044.00	1275.00				
208 V 3Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp		460.00	566.00				
30 Amp		668.00	805.00				
60 Amp		1017.00	1,258.00				
100 Amp		1,844.00	2,222.00				
200 Amp		3,621.00	4,528.00				
400 Amp		5,960.00	7,450.00				

24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

Transformer(s): Indicate which 208V outlet ordered in the 208V section (that requires a boost) by adding "Boost" next to the outlet name. Check European Power column in this section if you have European power

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V *Euro Transformer 208V-240V (Min 20 Amp/208/1ph)*		172.00	205.00		
European Transformer 480V -380V *(Min 60 amp 480V 3ph)*		409.00	679.00		
480V 3Ø Motor & Equipment Outlets					
30 Amp		687.00	823.00		
60 Amp		1,222.00	1,465.00		
Over 60 Amp 3Ø Outlet – Call for Estimate					
Description Of Service	**Qty**	**Incentive**	**Base**		
Overhead Quartz Lights: *Please Use Exhibitor Rigging Order Form*					
Additional Booth Lighting Services					
90 Watt ***On Stanchion Inline Booths Only***		103.00	125.00		
250 Watt Krypton ***On Stanchion - Inline Booths Only***		161.00	194.00		
Stem Lights ***Hard Wall Use Only***		103.00	125.00		
Track Lighting – (3) 75watt fixtures		224.00	235.00		
10 ft. spreader bar required					

See Terms and Conditions Section for Labor Rates

Subtotal of Charges	$

THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

Labor Request Section:

Send PDF or DWG for all Island booths 30x30 or larger to: dcexhibitorservices@hi-techelectric.com

[ ] Floor Plan included with outlet locations/orientation	Installation Labor date:
[ ] Floor Plan to follow	Installation Time:
[ ] OK to proceed without exhibitor present	Size of Booth:
[ ] Do Not proceed until exhibitor is onsite	Type of Booth: Inline [ ] Island [ ] Peninsula [ ] Other [ ]
Scaled floor plan showing all outlet locations and booth orientation required	*****Indicate all 24 hr and dedicated outlets on floor plan**

TERMS AND CONDITIONS

Page 5 must be signed in order for electrical installation to be scheduled

ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- $99.00 per hour during Straight Time: 8am-4:30pm M-F
- $188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: $171.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one hour installation and ½ the total time for dismantle.

RIGGING LABOR (For overhead booth lighting, Hanging Structures 200lbs & over, Chain Motors, Truss, Points)

Please Use Exhibitor Rigging Order Form

- $99.00 per hour during Straight Time: 8am-4:30pm M-F
- $188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: $171.00 per hour (one hour minimum) plus operator's time.
- A four (4) hour minimum per man labor call applies.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
- All electrical outlets for Island booths will be dropped from one main drop location per the exhibitor's floor plan. Delays in installation can occur if no main drop location is provided.
- All Island booths will be charged labor and materials which are determined by the diagram submitted.
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
- All 208 volt outlets will require labor and materials.
- All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated 20amp/120v circuits are **double** the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Payment**: Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing. An outstanding balance may preclude the Exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- **Unauthorized Power Usage**: Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- **Labor Rates**: All Labor Rates are subject to the current labor contract effective at time of performed labor.

HI-TECH ELECTRIC JURISDICTION

- Only HTE equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- HTE performs all installations and/or repair of electrical fixtures.
- HTE performs installations of all electrical motors and electrical apparatus to be energized.
- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The Exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to HTE distribution systems.
- HTE provides labor for all overhead truss rigging and overhead booth lighting.
- HTE performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric for any and all work related accidents.

RIGGING JURISDICTION

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE.
- All motors for rigging must be ordered through HTE.
- All labor for rigging-to-building structures will be provided through HTE.
- No other Contractor or Persons may attach motorized equipment for rigging to building. HTE is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT

Special Equipment orders require 30 days notice prior to move-in.

HI-TECH ELECTRIC MATERIALS

All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

FLOOR COVERINGS

Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. HTE is not liable for any costs incurred by the Exhibitor for such cuts.

RAMPING UTILITY LINES

All ramping of utility lines in booth are done on Straight Time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of $95.00 per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

ON-SITE PAYMENTS / TIPPING

- All payments must be submitted only to a Customer Service Representative or HTE Management.
- Tipping or any gratuity or gift, is not permitted to be accepted by any HTE personnel.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE's payment policies and terms of contract**.**

Print Name: Signature: Booth No:

SmartCity

Walter E. Washington Convention Center

INTERNET – TELEPHONE – CABLE TV SERVICE CONTRACT

Exhibitor Company Name:	Booth / Room #:	Show Name:
Billing Company Name:		Show Dates: / / To / /
Billing Company Address:		Incentive Order Deadline: **21 Days Prior 1st Day Show Move-in**
City, State / Country, Zip:		Phone Number: ( ) -
Contact:	Email:	
Credit Card Number: ☐ AMX ☐ MC ☐ Visa ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Expire Date(MM/YY): ☐☐/☐☐		Cell Number: ( ) -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.
With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=015

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:

Wireless services are NOT included on this form – contact the event venue for specific rates.

Dedicated Wired Internet Routers Allowed	Premium High Speed Wired Internet No wired or wireless routers	Basic Wired Internet No wired or wireless routers
Connection speeds of 3Mbps and up	Shared Connection speeds up to 10Mbps	Shared Connection speeds up to 1.54Mbps
Required for: • Web Casting • HD Streaming • Routers(wired or wireless)	**Recommended for**: • Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads	**Recommended for**: • Email • Surfing the Internet
Includes 5 Static Public IP Addresses	**Includes 1 Static Private IP Address**	**Supports 1 device only**

Important! All online orders will receive a 5% discount.
ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx
*****Incentive rate applies to orders received with payment 21 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service w/ 1Private IP address		$1,095	$1,395	$1,674	
b. Additional Private IP address for Premium Service		$150	$185	$222	
c. Upgrade to Premium Internet Service w/ Public IP Address		$199	$299	$358	
d. Basic Internet Service		$695	$895	$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps w/ 5 Public IP address		$3,495	$4,370	$5,244	
b. Dedicated 6Mbps w/ 5 Public IP address		$5,900	$7,375	$8,850	
c. Dedicated 10Mbps w/ 5 Public IP address		$7,850	$9,810	$11,772	
Contact the event venue directly for public IPs, additional IPs, higher bandwidth, or specific programming requirements.					
3. Internet Equipment & Labor					
a. Switch Rental – ☐ 8-port ☐ 24-port		$185	$225	$270	
b. Patch Cable (up to 50') – Cat5e		$50	$62	$74	
c. Labor / Floor Work – Fee Per Hour		$125	$125	$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – ☐ Instrument, ☐ Non Dial 9, ☐ Int'l LD		$275	$345	$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		$415	$520	$624	
c. Conference Phone Line w/ Instrument (Conference service not included)		$465	$575	$690	
5. Cable TV Service					
a. Digital Cable TV Service w/ set top box converter		$625	$780	$936	
6. Special Quote – Attachment A or Statement of Work (if applicable)					
7. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
				SUBTOTAL	
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				**ESTIMATED 10% TAX / FEES**	
				GRAND TOTAL	

Effective January 1, 2015 – December 31, 2015 | **Customer No: 2015 - 015 -**

Network Security Declaration

Center: Washington CC (015) - DC
Show:
Company Name:
Booth / Room #:
Customer / Ref #: 2015 - 015 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____

Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: / / Security Updates Last Performed - Date: / /

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____ Date _____

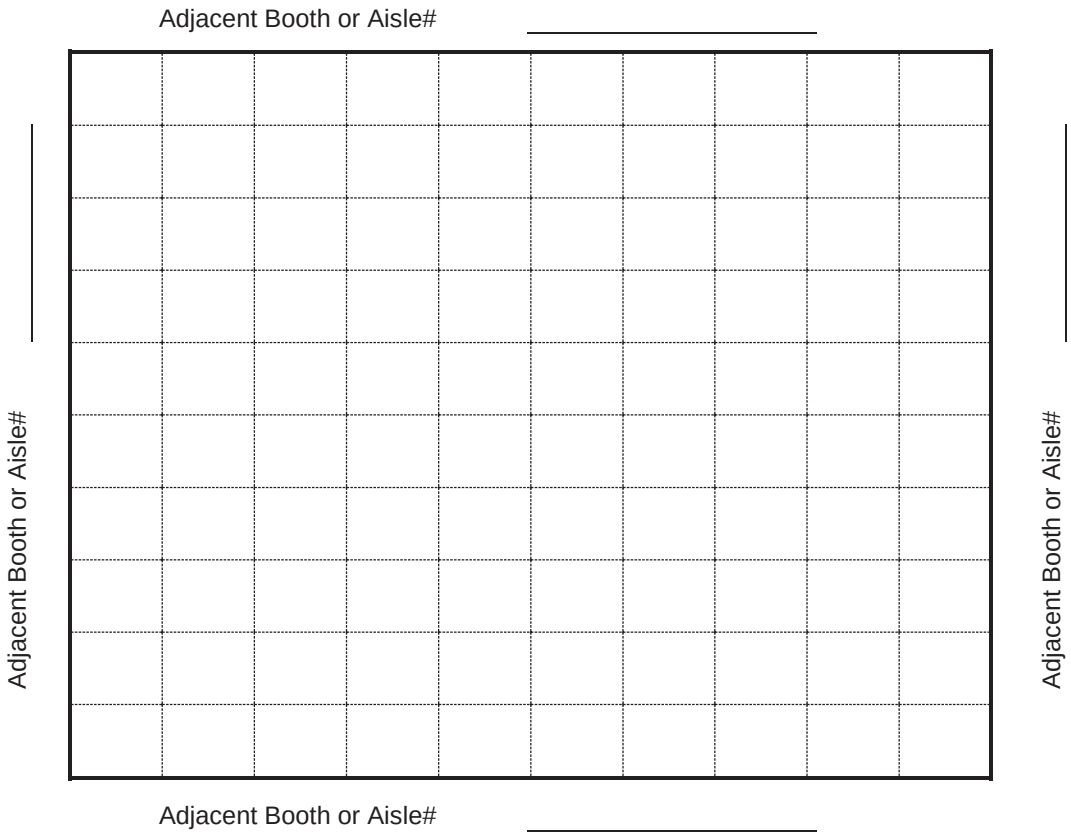
Printed Name _____ Title _____

Floor Plan – Communications Cable

Center: Washington CC (015) - DC
Show: _____
Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2015 - 015 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

Floor Plan – Communications Cable

Center: Washington CC (015) - DC
Show: ABC Example Show
Company Name: ABC Example Company
Booth / Room #: 1234
Customer / Ref #: 2015 - 015 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

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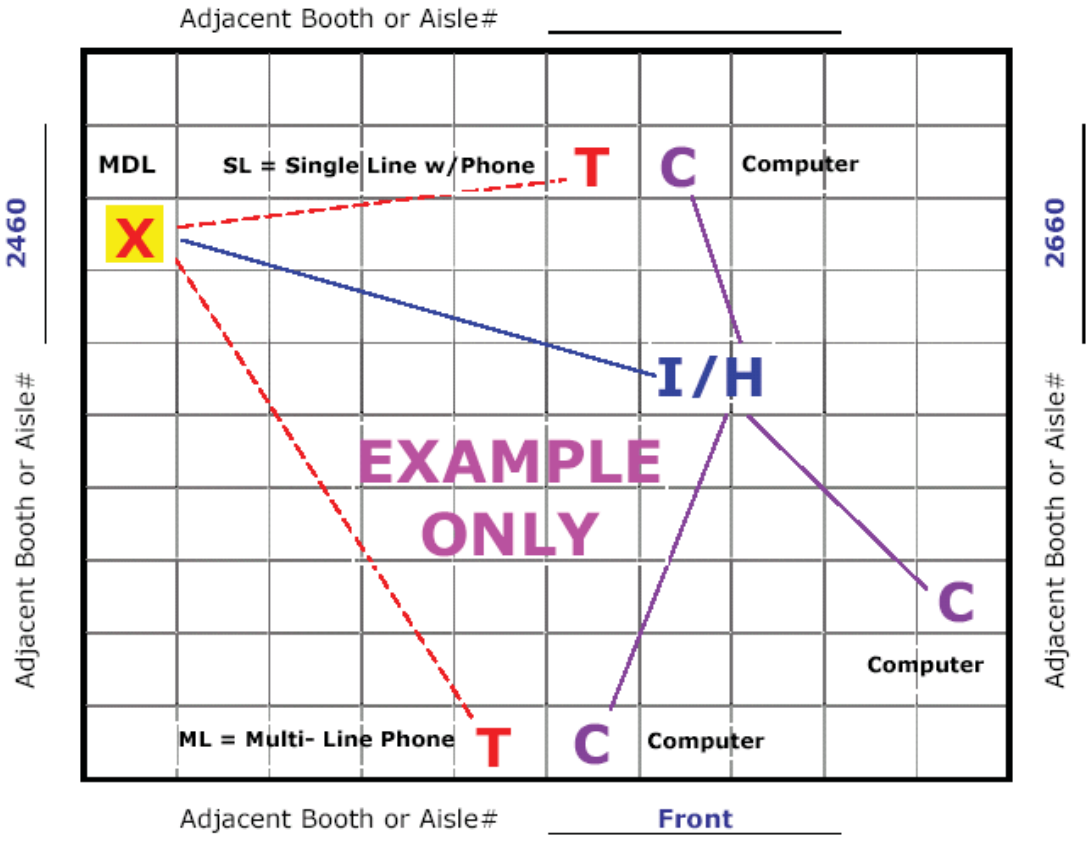

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Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

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26th Annual
Government Procurement Conference
Wednesday, April 6, 2016
Walter E. Washington Convention Center, Washington, DC
8:00 a.m. – 4:00 p.m.

2016 Lead Retrieval Order Forms

1. CONTACT INFORMATION:

Company Name_____ Booth # _____

Contact _____

BILLING Address_____

City _____ State _____ Zip_____

E-mail for Receipt _____

E-mail for Leads (if different from above) _____

Tel _____ Fax _____

MGL iLeads

Mail To:
MGL Management, LLC
11654 Plaza America Dr., #184
Reston, VA 20190

OR

Fax To:
703-997-1437

Discount Deadline: Friday March 4, 2016 **Order Deadline: Friday, April 1, 2016**

		By 3/4/16	After 3/4/16	Quantity	Total
OPTION 1	**iLeads Access Code*** (Use your own iPhone, iPad, iTouch, or Android)	**$225 each**	**$275 each**	_____	$_____
OPTION 2	**iLeads MGL Rental Device:** (Rent an iDevice from MGL)	**$275 each**	**$325 each**	_____	$_____
Booth Delivery			$95	_____	$_____
Custom Checklist			$95	_____	$_____
Excel Conversion			$95	_____	$_____

* Unit limitations apply when using your own device to scan.
Must be: iPhone 5 or 6 || iPad 2 or greater || iTouch 5 or 6

TOTAL DUE: $_____

PAYMENT INFORMATION:

❑ CHECK ENCLOSED CHECK # _____ AMOUNT $ _____

❑ CREDIT CARD: ❑ VISA ❑ MASTERCARD ❑ AMERICAN EXPRESS ❑ DISCOVER

CARD NUMBER: | | | | | | | | | | | | | | | | CVV CODE: _____

NAME ON CARD: _____ EXP DATE: _____

SIGNATURE: _____ BILLING ZIP CODE: _____

You may fax or email your order using the information below:

Fax: 703-997-1437 | ***Leads@MGLManagement.com*** | **Phone:** 703-291-1585

*Price will increase to the **ONSITE** rates beginning Saturday, April 2, 2016*